

ENROLMENT FORM

As of October 1, 2020, The Deaf Society and Deaf Services have become one organisation. As a consequence, your enrolment and subsequent qualification will be received through Deaf Services, trading as Access Training & Education (RTO #41192).

Please download the **Student Handbook**, as well as the **Course Guide** relevant to your course of choice on our website prior to enrolling.

The **Student Handbook** contains information about Access Training & Education's obligations towards our students, information about your rights and obligations towards Access Training & Education, as well as links to the relevant policies.

The **Course Guide** contains information about the course you wish to enrol into.

To ensure your successful enrolment into one of our courses, you must follow the below steps:

1. Complete Part 1 and Part 2 of the Enrolment Form,
2. Email any relevant documentation and evidence to studentsupport@deafsociety.com (for students in ACT, NSW or SA),
3. Successfully complete the Language, Literacy and Numeracy Test, if required – more information will be provided upon assessment of your eligibility for your course of choice.

Once all the above steps are completed, Access Training & Education will email you a Confirmation of Enrolment, as well as any other relevant information that may apply to your funding situation.

Part 1 – General Information

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Continuing...

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Access Training & Education (Queensland Office: 07 3892 8539 or New South Wales Office 02 8833 3600) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Access Training & Education's Privacy Policy can be found on the [website](#).

Section 3: Vocational Education and Training (VET) Related Details

The Federal Government requires all Registered Training Organisations (RTOs) to collect the following information to help with their education planning. Information provided will be treated with the strictest confidence.

Gender: <i>(select one)</i>			<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Citizenship information					
Country of Birth: <i>(insert)</i>					
City of birth: <i>(insert)</i>					
Australian citizenship status: <i>(select one)</i>		<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> New Zealand Citizen		<input type="checkbox"/> Permanent Humanitarian Visa
		<input type="checkbox"/> Australian Permanent Resident			<input type="checkbox"/> Other Visa,
		<i>(insert Visa type)</i>			
Culture and Language information					
Are you of Aboriginal or Torres Strait Islander origin? <i>(select one or both 'Yes' boxes if you are both)</i>			<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes, Torres Strait Islander		
Do you speak a language other than English at home <i>(if more than one language, insert the one that is spoken most often)</i>			<input type="checkbox"/> Yes, Auslan	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes, other,		
Employment and schooling information					
Are you still enrolled in secondary or senior secondary education? <i>(select one)</i>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
What is your HIGHEST completed school level? <i>(select one)</i>					
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school					
Have you SUCCESSFULLY completed any of the following? <i>(if so, select all that apply)</i>					
<input type="checkbox"/> No					
<input type="checkbox"/> Bachelor Degree or Higher Degree		<input type="checkbox"/> Advanced Diploma or Associate Degree			
<input type="checkbox"/> Diploma or Associate Diploma		<input type="checkbox"/> Certificate IV or Advanced Certificate/ Technician			
<input type="checkbox"/> Certificate III or Trade Certificate		<input type="checkbox"/> Certificate II			
<input type="checkbox"/> Certificate I		<input type="checkbox"/> Other education <i>(including any certification not listed)</i>			
Of the following categories, which BEST describes your current employment status? <i>(select one)</i>					
<i>For casual seasonal, contract and shift work, use the current number of hours worked per week to determine if full-time (35 hours or more per week) or part-time (less than 35 hours per week) employee.</i>					
<input type="checkbox"/> Full-time employee		<input type="checkbox"/> Employed – unpaid worker in family business			
<input type="checkbox"/> Part-time employee		<input type="checkbox"/> Unemployed – seeking full-time work			
<input type="checkbox"/> Self-employed – not employing others		<input type="checkbox"/> Unemployed – seeking part-time work			
<input type="checkbox"/> Self-employed – employing others		<input type="checkbox"/> Not employed – not seeking employment			
Disability information					
Do you consider yourself to have a disability, impairment or long-term condition*? <input type="checkbox"/> No					
<i>(if so, select all that apply)</i>					
<input type="checkbox"/> Hearing/Deaf		<input type="checkbox"/> Learning		<input type="checkbox"/> Vision	
<input type="checkbox"/> Physical		<input type="checkbox"/> Mental Illness		<input type="checkbox"/> Medical Condition	
<input type="checkbox"/> Intellectual		<input type="checkbox"/> Acquired Brain Impairment		<input type="checkbox"/> Other	

The information you are providing in this section is confidential and will only be used as a means to provide the best support possible to suit your needs. You can view our **Support Services Policy** in the **Student Handbook**.

Study reason

Of the following categories, which one best describes your main reason for undertaking this course?
(select one)

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get into another course or study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> For personal interest of self-development |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> It was a requirement of my job | |

Unique Student Identifier (USI)*

It is compulsory to have a USI and your enrolment cannot be confirmed until a USI is provided. If you are unsure as to what this is and need more information, please visit the [USI website](#).

What is your 10-digit USI? *(insert)*

***Note:** From 1 January 2015, Access Training & Education can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI).

In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Section 4: Additional Details

Emergency contact information

Contact name: *(insert)*

Relationship: *(insert)*

Contact number: *(insert)*

Permission

As part of your assessment, Access Training & Education will collect photographic and video evidence of you performing certain tasks. By submitting this Enrolment Form, you consent to this type of evidence being collected for assessment purposes and/or teacher moderation and assessment validation.

Do you give permission for Access Training & Education to take your photo your film you during class and/or at Access Training & Education events?: *(select one)* Yes No

Do you give permission for Access Training & Education to use these photos and videos for marketing purposes? *(select one)* Yes No

Section 5: Complaints and Appeals

Access Training & Education takes complaints and appeals very seriously and applies the principles of fairness and justice to all complaints and appeals lodged by students. You can view our **Complaints Policy** and **Appeal Policy** in the **Student Handbook**.

Part 2 – Fees and Funding Information

New South Wales (NSW)

1. Qualification fees

This training is subsidised by the NSW Government.

Students will not be charged a fee as long as they meet the ACE Program funding eligibility criteria.

1.2. Evidence

The below table outlines the acceptable eligibility evidence that can be used to support your application for funding.

You must provide the following documents along with your enrolment form.

(We usually require these to be signed by an approved witness but realise that this is not possible during lockdown. Please be aware that we may ask you to provide signed documentation at a later date.)

Ensure you have at least one piece of acceptable evidence in your possession for each eligibility requirement that applies to you.

Email a copy of each relevant piece of evidence to studentsupport@deafsociety.com along with Part 2 of this Enrolment Form. Enrolments will not proceed until the acceptable evidence has been submitted.

Acceptable evidence	Eligibility requirements		
	ID	NSW residency or employment	Fee free training
NSW driver's licence	N/A	✓	N/A
Proof of age card	N/A	✓	N/A
Pension card	N/A	✓	N/A
Disability Support Pension card	N/A	✓	N/A
Concession card	N/A	✓	✓
Medicare card (green)	✓	N/A	N/A
Australian / New Zealand passport	✓	N/A	N/A
Certificate of Evidence of Resident Status (<i>Permanent Resident</i>)	✓	N/A	N/A
Naturalisation certificate	✓	N/A	N/A
Australian / New Zealand birth certificate	✓	N/A	N/A
Eligible visa/ImmiCard**	✓	N/A	✓
Letter/other document***	N/A	✓	✓

***Note:** For a Concession card to be used as evidence for fee-free training, the holder must be eligible for concessional status (e.g. recipient of Commonwealth Government welfare) and aged between 15 and 30 (inclusive) at the course commencement date.

****Note:** The eligible visa types that are considered acceptable evidence are as follows:

- 200, 201, 202, 203, 204, 866 Permanent humanitarian visas
- 449 Temporary humanitarian stay
- 786 Temporary humanitarian concern
- 785 Temporary protection
- Bridging visa A (BVA), B (BVB), C (BVC), D (BVD), E (BVE)
- 790 Safe haven enterprise

*****Note:** The letters/other documents that are considered acceptable evidence are as follows:

- NSW residency or employment:
 - Letter or email from NSW employer showing the street address where you are working, or
 - Utilities account relating to your NSW address within the last three (3) months of rental document.

2.0. Participant Declaration

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I _____
First Name *Middle Name* *Last Name*

of _____
Current residential address

with date of birth: _____

understand and agree that, under the *National Vocational Education and Training Regulator (Data Provision requirements) Instrument 2020*, Access Training & Education is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by Access Training & Education for statistical, regulatory and research purposes. Access Training & Education may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorized agencies, including the NSW Department of Education (**Department**);
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal Information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding of the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my Personal Information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Access Training & Education for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclose of my Personal Information in the manner outlined above.

Print full name: _____

Signature: _____ Date: _____

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

Print full name of guardian: _____

Signature of guardian: _____ Date: _____

Declaration #2

I understand that I can contact Adult and Community Education at any time to make a complaint or provide feedback about my training by visiting the [ACE Program 2020-2021](#) website or calling 1300 772 104. Yes No
(select one)

I confirm that I have been provided information about the fees that apply to me, have been provided access to the **Fees and Refunds Policy** and agree to the associated conditions as outlined in the policy. Yes No
(select one)

I confirm that I have emailed (or will be emailing) the relevant acceptable eligibility evidence to support my application for funding to studentsupport@deafsociety.com upon submission of this Enrolment Form if applicable. Yes No
(select one)

I confirm that the information provided by me in Part 2 of this Enrolment Form is true and correct. Yes No
(select one)

I acknowledge that, by completing and returning this Enrolment Form, I am entering into an agreement with Access Training & Education once I successfully complete the Language, Literacy and Numeracy Test if applicable. Yes No
(select one)

Full name: <i>(insert)</i>
Signature: <i>(insert)</i>
Date: <i>(select or insert date)</i>

Note: If under 18 year of age at the time of giving consent, then the consent of your guardian is required.

Guardian full name: <i>(insert)</i>
Guardian signature: <i>(insert)</i>
Date: <i>(select or insert date)</i>